

# Metadata Cleanup Project 2017 Grant Guidelines

# **GRANTS**



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#### 1. Introduction

#### **Overview of the Project**

The Washington State Library (WSL) is providing grants to support public, academic, and tribal libraries in remediating, re-cataloging, and/or enhancing digital collection records currently available to the public through digital library and digital repository systems. "Digital collections" typically include digitized special collections (e.g., manuscripts, maps, visual materials), publications, or archival records. They may also include born-digital materials such as those typically accessed through institutional repositories and open-access publishing platforms.

The primary purpose of this grant is to help institutions prepare for the eventual harvest of collection metadata by a regional or state-level Digital Public Library of America (DPLA) service hub. The DPLA is a federated search portal that aggregates records from the digital collections of America's galleries, libraries, archives, and museums The portal greatly improves discoverability of materials held at disparate institutions and acts as a platform for innovative uses of digital content. Data is contributed to the DPLA by way of standalone or multi-institutional "service hubs" working with, and harvesting, the records of institutions in specific states or regions. Although Washington State does not have a DPLA service hub as of this writing (Winter-Spring 2017), a number of institutions in the Pacific Northwest region are actively pursuing creation of a hub.

#### **Overview of this Grant Cycle**

This grant cycle will provide grant funds to libraries to help them ready their materials to meet DPLA requirements. The <u>DPLA Metadata Application Profile</u> (DPLA Map) specifies DPLA requirements and recommendations. SEE Section 9 for more details on recommended and required metadata elements.

The Orbis Cascade Alliance (OCA) has developed <u>best practices</u> for meeting DPLA requirements, with an eye to data aggregation at the regional level. For this grant cycle, sub-grantees will be asked to comply with the OCA's guidelines, including compliance with content standards and data values outlined specified in <u>Dublin Core Best Practices, Version 2.1</u>, and <u>Required and Optimal Metadata Remediation</u>. These guidelines aim for consistency across multiple institutions and are not necessarily prescriptive in regards to local metadata practices.

Particular emphasis will be placed on the "Rights" property. Awarded sub-grantees must assign a discrete copyright statement to digital objects, corresponding to those provided by <u>RightsStatements.org</u>, and outlined in more depth in the white paper <u>Recommendations for Standardized International Rights Statements</u>. A working group coordinated by the DPLA and Europeana established these rights statements.

#### Goals of the grant cycle include:

- Participants will catalog, remediate, and/or enhance the metadata for a minimum of one complete
  digital collection, equivalent to one "set" harvestable through an OAI-PMH service. Note: the specific
  approach (e.g., manual vs. automated), and amount of time and effort required to bring any given data
  set in line with minimum DPLA requirements may vary greatly. Numerous factors may determine this,
  including the number of records remediated. A typical proposal will focus on remediating anywhere
  from several hundred to several thousand records.
- 2. Participants will learn to evaluate, vet, and document the copyright status of digitized works. They will make informed assignments of discrete copyright labels/statements.
- 3. Participants will apply best practices in creating compliant and/or enriched metadata for required and recommended elements (e.g., spatial and temporal data, format, type, etc.).

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Pre- and post-grant project surveys will evaluate individual participants' change in knowledge, skills, and abilities.

WSL staff will support grant activities by:

- 1. Working with awardees to develop a localized metadata remediation plan and/or providing initial consultation regarding existing metadata quality.
- 2. Coordinating formal training focused on metadata cleanup and copyright topics as they relate to digital and digitized materials.
- 3. Providing final quality assessment of remediated data sets.

#### 2. Library Eligibility

Public libraries and academic libraries (two and four year colleges and universities) are eligible to submit applications for this grant cycle. Native American tribal libraries (as defined in Section 213 of the Library Sciences and Technology Act (LSTA)) within Washington State are also eligible to submit applications for this grant cycle. LSTA eligibility guidelines are available for review at <a href="http://www.sos.wa.gov/library/libraries/grants/eligibility.aspx">http://www.sos.wa.gov/library/libraries/grants/eligibility.aspx</a>.

#### 3. Project Eligibility

Ideally, libraries applying for this grant should have in place a functioning digital repository or other collection management system as well as an OAI-PMH service (most widely used software includes this service). Alternately, libraries may incorporate this grant into a migration project (e.g., transfer of digital objects from a legacy system to a standards-compliant digital library or repository). In either case, digital collections that are the focus of your grant should be freely and publicly accessible by the public on the World Wide Web.

Grant funding is primarily intended for the remediation/cleanup of existing metadata records; such proposals will receive priority consideration. Funding may also be used to fund the creation of entirely new DPLA compliant records (i.e., original cataloging), as part of an existing digitization program.

All applications submitted must include a commitment to remediating metadata for a minimum of one digital collection corresponding to a discrete OAI-PMH set.

Libraries may use funds to:

- Train staff and volunteers to catalog/remediate metadata records.
- Pay salary of staff and/or contract services to research and catalog/remediate metadata records (including copyright research).
- Pay salary of staff and/or contract services to develop local policies such as metadata application
  profiles and crosswalks; metadata best practices; copyright research policies and procedures, decision
  trees, risk management tools, etc.
- Pay salary of staff and/or contract services to develop replicable scripting practices aimed at automating metadata remediation activities.

Grant funding *may not* be used to purchase computers, computer hardware, food and refreshments, advertising and promotion of libraries in general, or prizes and other incentives.

Funds can pay staff salaries and benefits, and contract services for project activities. However, since grant funds cannot take the place of previously budgeted local funding, regularly scheduled staff hours are not eligible for reimbursement. Backfill, overtime, and temporary or contracted project employees are eligible for reimbursement. Detailed timesheets are required when claiming reimbursement.

For more guidance, see the "Allowable Costs" section of WSL's Grant Management Information page: <a href="http://www.sos.wa.gov/library/libraries/grants/grantees.aspx">http://www.sos.wa.gov/library/libraries/grants/grantees.aspx</a>.

#### 4. Funding Available

Overall funding to support this grant cycle is \$25,000. This grant cycle has a limit of \$5,000 per application. We anticipate that five (5) or more applicants may receive awards. Awards are contingent upon receipt of federal funds and distribution of those funds by WSL, a division of the Office of the Secretary of State.

#### 5. Timeframe

We created the following timeline to provide information about this grant cycle and to assist applicants in devising appropriate projects and applications.

#### **Tentative Dates**

Monday, March 13, 2017	Date grant cycle opens.
Wednesday, May 31, 2017	Application deadline; applications must be postmarked (by USPS, UPS, FedEx, etc.)
June 1 - June 30, 2017	Application review by committee.
July 3 – July 12, 2017	The Secretary of State and the State Librarian review and approve committee recommendations.
July 13 – July 18, 2017	Anticipated timeline for grant award announcement; all applicants notified by letter or email, and contract development begins.
August 31, 2017	Anticipated date that all contracts are fully executed and that project implementation can begin.
Project period	From date of contract execution through Friday, August 24, 2018.
October 31, 2017	First quarterly report due for period ending September 30, 2017.
January 5, 2018	Second quarterly report due for period ending December 31, 2017.
April 27, 2018	Third quarterly report due for period ending March 31, 2018.
June 30, 2018	Initial metadata remediation activities should be complete and WSL
	staff notified. Quality assessment and feedback will occur, giving
	sub-grantees roughly 1.5 months to resolve issues with their work.
June 30, 2018	Submit, at a minimum, a first reimbursement claim for all grant
	activities through May 31, 2018.
July 31, 2018	Fourth quarterly report due for period ending June 30, 2018.
Friday, August 24, 2018	Date project activity must end with all grant-funded metadata
	remediation activities completed.
Friday, September 28, 2018	Final Narrative Report and final reimbursement claim due.

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#### 6. Application Process

A. Review the grant cycle materials at <a href="http://www.sos.wa.gov/library/libraries/grants/grants.aspx">http://www.sos.wa.gov/library/libraries/grants/grants.aspx</a>. The grant cycle opens on **Monday, March 13, 2017.** 

An announcement of the grant cycle is sent via e-mail to public, academic, and tribal libraries, (various email lists including WSL Updates, ACRL-NW, and Washington Library Association) and to those who have requested to be notified of this grant cycle.

Application guidelines, forms, and other materials are available at the WSL Web site. You can print or download the Word or PDF files. Alternatively, you can contact the LSTA Grants Manger for materials if you wish. (See contact information at the end of these guidelines.)

- B. Review the criteria contained within the application to determine eligibility to apply.
- C. Complete the application form; reply to **all** questions. Secure all required signatures.
- D. Respond to the criteria, checking either 'yes' or 'no' for each item.
- E. The LSTA Grants Manager can answer general questions regarding the application process. Staffing limitations preclude review and comment on draft applications. However, WSL staff is available by phone or email to answer questions from potential applicants. Staff can help determine if they should proceed with or adjust their proposal or budget before they expend the resources necessary to fully plan the project and prepare a full grant application. Contact information is in Section 11.
- F. Submit applications to WSL postmarked by Wednesday, May 31, 2017 or hand delivered by 4:00 p.m. on Wednesday, May 31, 2017. Faxed applications are NOT acceptable for this funding request.

#### An application consists of two components:

- 1. A single-sided, signed original of the official application.
- 2. An electronic copy in Word or rich text format sent as an email attachment to <a href="https://www.ws.gov">WSLgrants@sos.wa.gov</a> (signatures are not required on the electronic copy).

Submit application materials to:

By Mail

By Hand or Delivered

LSTA Grants Program Washington State Library PO Box 42460 Olympia, WA 98504-2460 LSTA Grants Program Washington State Library 6880 Capitol Blvd SE Tumwater, WA 98501-5513

- G. A review committee selected by WSL will review the applications for eligibility and scoring. The review committee will forward recommendations to the State Librarian and the Secretary of State for final consideration and approval. WSL may contact the applicant for clarification of information.
- H. After determining sub-recipient awards, WSL sends a letter of notification to all applicants. WSL makes contracts with libraries receiving awards. WSL *cannot* reimburse expenses incurred before the contract is fully executed (signed by both the Office of the Secretary of State (WSL) and the award recipient). Costs incurred *prior to contract execution* are not reimbursable.
- I. WSL will hold the final twenty percent (20%) of the award amount until all contract conditions have been satisfied. If you do not complete metadata cleanup/remediation/enhancement for one (1) digital collection/set by August 24, 2018, WSL will not reimburse that amount.

#### 7. Requirements

- A. Libraries are sometimes granted funds contingent upon fulfilling one or more requirements prior to project implementation. Libraries must meet those contingencies prior to contract execution.
- B. Libraries must expend local money first and then claim reimbursement. WSL will not distribute funds in advance of activities and purchases taking place. WSL only reimburses eligible and allowable expenses as documented by your library.
- C. Funds requested for the proposed project must not take the place of previously budgeted local funding.
- D. WSL will monitor Items included under "Other Funding" and used as match or in-kind contributions. WSL requires documentation for these expenses.
- E. Applicants must commit to compliance with grant administration requirements. The lead applicant library must also act as fiscal agent for awarded contracts.
- F. Awardees must send Quarterly Reports showing project progress and a Final Report providing a complete summary of the project and of all grant activities to WSL according to the schedule provided in the contract.
- G. Awardees must send reimbursement claims on forms provided by WSL according to the schedule provided in the contract document. They must provide documentation of expenses.
- H. Awardees must acknowledge WSL and the Institute of Museum and Library Services (IMLS) as providing LSTA funding to support the project in all project-related public events, press releases, printed materials, and Web sites.
- All projects and activities must be completed and funds expended by August 24, 2018 Applicants
  proposing projects that will use LSTA grant funding beyond August 24, 2018, will not be considered for
  this grant cycle.

#### 8. Assurances

WSL and the Sub-Grantee agree that all activity pursuant to a Grant Agreement will be in accordance with all applicable, current, or future federal, state, and local laws, rules, and regulations. Specifically, this includes laws, rules, and regulations such as:

- A. 45 Code of Federal Regulations (CFR) Part 1168, New Restrictions on Lobbying;
- B. 45 Code of Federal Regulations (CFR) Part 1180.44, Nondiscrimination;
- C. Code of Federal Regulations (CFR)

Title 2  $\rightarrow$  Subtitle A  $\rightarrow$  Chapter I  $\rightarrow$ 

Government Wide Requirements for Drug-Free Workplace (Grants) (Part 182).

Government Wide Debarment and Suspension (Nonprocurement), (Part 180).

Trafficking in Persons (Part 175).

## Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200

This new guidance can be inspected by accessing the following URLs:

#### 2 CFR Part 200

In particular, see:

#### Subpart A—ACRONYMS AND DEFINITIONS

<u>Subpart D—POST FEDERAL AWARD REQUIREMENTS</u> establishes standards for Federal awards carried out through grants, cost reimbursement contracts, and other agreements.

<u>Subpart E—COST PRINCIPLES</u> establishes principles for determining costs applicable to grants, contracts, and other agreements.

<u>Subpart F—AUDIT REQUIREMENTS</u> / <u>200.501 Audit requirements</u>: sets forth standards for obtaining consistency and uniformity among federal agencies for the audit of states, local governments, and non-profit organizations expending federal awards.

#### **Code of Federal Regulations (CFR)**

The CFRs can be inspected by accessing the following URL for the Electronic Code of Federal Regulations: <a href="http://www.ecfr.gov/cgi-bin/text-idx?SID=f9355837f3ee3eb17b11fb3c868b5e1a&mc=true&tpl=/ecfrbrowse/Title02/2cfr200\_main\_02.tpl">http://www.ecfr.gov/cgi-bin/text-idx?SID=f9355837f3ee3eb17b11fb3c868b5e1a&mc=true&tpl=/ecfrbrowse/Title02/2cfr200\_main\_02.tpl</a>.

The Code of Federal Regulations 45 CFR Part 1185 provides that an individual, corporation, unit of government or other entity that is debarred or suspended shall be excluded from Federal financial or non-financial assistance and benefits under Federal programs and activities.

#### Other Requirements:

If the Sub-Grantee includes a construction component as part of the overall project even if this component is not funded by federal funds, the following shall also apply and includes laws, rules, and regulations that are the provisions of 45 CFR 1183.36(i); including but not limited to:

- A. Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), and section 508 of the Clean Water Act (33 U.S.C. part 15). Note: Applies to contracts, subcontracts, and sub-grants of amounts in excess of \$100,000.
- B. Mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163).
- C. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). Note: Applies to all contracts, grants, and sub-grants for construction or repair.
- D. Compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5). Note: Applies to construction contracts in excess of \$2,000 awarded grantees and sub-grantees when required by Federal Grant Program legislation.

E. Compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). Note: Applies to construction contracts awarded grantees and sub-grantees in excess of \$2,000, and in excess of \$2,500 for other contracts which involve employment of mechanics or laborers.

#### 9. Additional Information

Reference to any specific commercial products, process, or service by trade name, trademark, manufacturer, or otherwise, does not constitute or imply its endorsement, recommendation, or favoring by the WSL.

**Orbis Cascade Alliance – Required Dublin Core Elements** 

Element	Examples
dc:identifier	http://www.washingtonruralheritage.org/cdm/ref/collection/ritzville/id/188
dc:title	Man on horse, Lopez Island, Washington
dc:date	1997-07-15
	1885~
	1910/1916
	196u
dc:type	Image; StillImage
	Text;
	Sound
dc:rights	http://rightsstatements.org/vocab/NoC-US/1.0/; This work is in the
One uniform URI	public domain.
One free-text	
dc:creator	Kinsey, Darius, 1869-1945
(when present)	
dc:language	ger
(when applicable)	

#### **DPLA Metadata Application Profile - Core Classes**

Below are the properties of the DPLA's three "core classes" which are present for every record displayed in the DPLA portal. These property tables are taken directly from <u>DPLA Metadata Application Profile, v4</u>. For more indepth discussion, please read <u>An Introduction to the DPLA Metadata Model, March 5, 2015</u>.

#### The properties in the sourceResource class are:

DPLA Label	Equivalent Element	Requirement
Alternative title	dcterms:alternative	Optional
Collection	dcterms:isPartOf	Optional, Recommended
Contributor	dcterms:contributor	Optional
Creator	dcterms:creator	Optional, Recommended
Date	dc:date	Optional, Recommended
Description	dcterms:description	Optional, Recommended
Extent	dcterms:extent	Optional
Format	dc:format	Optional, Recommended

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Genre	edm:hasType	Optional
Identifier	dcterms:identifier	Optional
Language	dcterms:language	Optional, Recommended
Place	dcterms:spatial	Optional, Recommended
Publisher	dc:publisher	Optional, Recommended
Relation	dc:relation	Optional
Replaced by	dcterms:isReplacedBy	Optional
Replaces	dcterms:replaces	Optional
Rights	dc:rights	Required
Rights Holder	dcterms:rightsholder	Optional
Subject	dcterms:subject	Optional
Temporal Coverage	dcterms:temporal	Optional
Title	dcterms:title	Required
Туре	dcterms:type	Optional, Recommended

#### The properties in the Ore:WebResource class are:

DPLA Label	Equivalent Element	Requirement
File Format	dc:format	Optional
Rights	dc:rights	Optional
Standardized Rights Statement	edm:rights	Required

#### The properties in the Ore: Aggregation class are:

DPLA Label	Equivalent Element	Requirement
Aggregated SR	edm:aggregatedCHO	Required
Data Provider	edm:dataProvider	Required
Digital Resource Original Record	dpla:originalRecord	Required
Has View	edm:hasView	Optional
Intermediate Provider	dpla:intermediateProvider	Optional
Is Shown at	edm:isShownAt	Required
Object	edm:object	Optional
Preview	edm:preview	Required
Provider	edm:provider	Required
Standardized Rights Statement	edm:rights	Required

#### Sample Work Plan

The following sample work plan has been provided to assist applicants to this pilot grant project. Your work plan may include additional activities, more or fewer persons responsible, and may depart from this timeline based on local plans for your specific project.

Activity	Expected Start Date	Expected Completion Date	Person(s) Responsible
Attend kick-off meeting.	September 2017	September 2017	Jane Smith

Review OCA and DPLA documentation	September	October 2017	Jane Smith;
and training materials.	2017		project staff
Conduct metadata quality assessment and develop remediation/cleanup plan for each collection/set.	September 2017	November 2017	Jane Smith
Hire metadata cleanup contractor.	September 2017	October 2017	Jane Smith
Attend copyright training.	November 2017	February 2018	Jane Smith; project staff
Write and submit first quarterly report.	January 2018	January 2018	Jane Smith
Complete metadata cleanup/remediation for first batch/collection/set.	December 2017	January 2018	Jane Smith, project staff
Submit remediated metadata for State Library staff for feedback.	January 2018	February 2018	Project staff
Complete metadata cleanup/remediation for second batch/collection/set.	February 2018	March 2018	Jane Smith, project staff
Write and submit second quarterly report.	April 2018	April 2018	Jane Smith
Update local data dictionaries and metadata policies.	January 2018	May 2018	Jane Smith
Write and submit third quarterly report.	June 2018	July 2018	Jane Smith
Complete metadata cleanup/remediation for third batch/collection/set.	July 2018	August 2018	Jane Smith, project staff
Submit remediated metadata for second and third batches/collections/sets for State Library staff for feedback.	June 2018	July 2018	Project staff
Project ends; all activities cease.		August 24, 2018	All project staff
Write final narrative report [time not eligible for grant funding] and submit final reimbursement claim.	August 2018	September 28, 2018	Jane Smith

#### 10. Frequently Asked Questions

#### **Grant Application & Eligibility**

#### 1. We have a question about the grant or the grant application.

If you cannot find the answer to your question in the Grant Application Guidelines, please contact Evan Robb (<a href="mailto:evan.robb@sos.wa.gov">evan.robb@sos.wa.gov</a>), (360) 704-5228; or Maura Walsh (<a href="mailto:maura.walsh@sos.wa.gov">maura.walsh@sos.wa.gov</a>), (360) 704-5246.

#### 2. Why is this grant titled for 2017?

WSL is using funds from the federal fiscal year 2017 LSTA funding.

#### 3. Does participation in the project mean my records will become part of the DPLA?

Not necessarily. A regional or state service hub is not yet available to serve as a "DPLA on-ramp." When a service hub is available, your institution will likely need to formally participate through a data

exchange agreement or contract with the organization(s) maintaining the hub. However, successful participation in this grant project will ready your data for harvest by a service hub, and presumably, provide institutional capacity so that you may continue to produce DPLA-compliant data.

#### **Project Administration & Management**

#### 4. Who is the Project Manager and what are their responsibilities?

The Project Manager coordinates the activities and communication between the State Library, other members of the grant project, and the grant project's fiscal agent. As the Project Manager is the primary person the State Library will contact, there should be only one Project Manager identified as such on the application. This person is responsible for the preparation and submission of quarterly and final reports, communicating deadlines and other tasks to collaborative partners, and for the work completion. The Project Manager is also responsible for notifying the State Library of any changes to their contracting authority, fiscal agent, or their own position as Project Manager.

#### 5. Who is the Contracting Authority?

The Contracting Authority is the person who has the authority to accept federal monies and bind his or her library to a legal contract. In public libraries, library districts and systems, it may be a local government department head or the library/system director. In tribal libraries, it may be another individual.

#### 6. What are the responsibilities of the Fiscal Agent?

The Fiscal Agent is the person who pays the bills and maintains the financial records for the lead library with which we will establish a contract. That person may be termed the business manager, the accountant, or something else. The fiscal agent must be from the same organization as the Contracting Authority. Foundations cannot act as fiscal agent.

## 7. Our library district requires us to furnish it with a Catalog of Federal Domestic Assistance number (CFDA #) whenever we apply for a grant. What is the CFDA # for this grant?

The CFDA # is 45.310 (for the WSL program, Office of Library Services, Institute of Museum and Library Services, National Foundation on the Arts and the Humanities).

# 8. We would like to be reimbursed for our indirect, administrative, and overhead costs. Are these costs eligible for reimbursement?

New federal regulations allow reimbursement of indirect costs at a previously negotiated rate. Please refer to <a href="https://www.imls.gov/applicants/indirect\_cost.apsx">www.imls.gov/applicants/indirect\_cost.apsx</a> if your entity does not have a negotiated rate, or for more information.

#### 9. We would like to offer prizes or incentives to our patrons. Is that allowable?

Prizes and incentives are not allowable costs. See OMB Code of Federal Regulations: www.ecfr.gov/cgi-bin/text-idx?SID=3a3f21216554fd54f9be9d89a0cf33b6&node=se2.1.200\_1421 However, educational items, such as bookmarks which specifically support the project are allowable costs. One solution is to seek out other funding sources for prizes and incentives, such as local businesses, library friends groups, or foundations.

#### 10. We would like to offer food or refreshments at our events. Is that allowable?

Food or refreshments are not allowable costs. See OMB Code of Federal Regulations: www.ecfr.gov/cgi-bin/text-idx?SID=3a3f21216554fd54f9be9d89a0cf33b6&node=se2.1.200\_1438 One solution is to seek out other funding sources for prizes and incentives, such as local businesses, library friends groups, or foundations.

#### 11. If we receive a sub-grant, when may we start spending the grant money?

WSL will notify you once the contract is fully executed (signed by both parties) and costs can be incurred. Libraries must expend local money first and then claim reimbursement. WSL does not distribute funds in advance of activities and purchases. WSL reimburses documented eligible and allowable expenses. Please note: costs incurred *prior to contract execution* are not reimbursable.

#### 12. When will our contract be signed and in place?

Once WSL announces the awards, expect that contract establishment will take several weeks to develop, route for review, and obtain signatures needed for contract execution. WSL will notify the Project Manager by email when the contract has been fully executed and costs can be incurred.

#### 11. Contact Information

- Web site for grant information: <a href="http://www.sos.wa.gov/library/libraries/grants/grants.aspx">http://www.sos.wa.gov/library/libraries/grants/grants.aspx</a>
- Evan Robb, Project Manager Washington Rural Heritage, 360.704.5228, evan.robb@sos.wa.gov
- Maura Walsh, LSTA Grants Manager, 360.704.5246, <a href="mailto:maura.walsh@sos.wa.gov">maura.walsh@sos.wa.gov</a>

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